

~~CONFIDENTIAL~~  
Task Group on Accrued Costs

21 January 1959

Membership:

25X1

[redacted] SAS, Chairman  
Finance Division  
Fiscal Division

Objective: The task group will conduct a fact finding study and prepare a report on accruing costs by object class covering the following points:

1. Alternative methods that could be used in accruing costs;
2. The problems involved; and
3. The time and manpower requirements in relation to present accounting activities.

The study and report will provide for two approaches to the problem of accruing cost data:

1. The work involved in accruing costs will be handled entirely within the Comptroller's Office; or
2. Assistance in accruing costs will be requested of the operating components.

Guidelines: Some general guidelines to be followed in making the study and report are:

1. In general, the memorandum of 5 December 1958 (copy attached) is to be followed.
2. It is presumed that the level of costing will continue along the present structure.
3. Absolute costing is not required; reasonable costing that will be valuable to management is the objective.
4. Additional personnel will not be available because of a cost system; if additional personnel is required, some other activity or quality of work will have to be adjusted.
5. When considering assistance from the operating components, think in terms of minimum requirements; our objective is that costing will benefit--not burden.

Deadline: The completed report is to be submitted to the Comptroller's Policy

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No Change In Class. ☐

☐ Declassified

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